AVA DAVIS
Seasonal Tax Preparer

✉ support@qwikresume.com   📞 (123) 456 7899   📍 Los Angeles   🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Experienced tax preparer with over 7 years in individual tax return preparation, compliance, and client consultation. Proven ability to navigate complex tax regulations and deliver accurate filings under tight deadlines.

WORK EXPERIENCE

Seasonal Tax Preparer II
📅 Jan / 2020-Ongoing

Maple Leaf Consulting   📍 Toronto, ON

1. Prepared and filed individual income tax returns, ensuring compliance with federal and state regulations.
2. Maintained up-to-date knowledge of tax law changes, enhancing service quality and accuracy.
3. Provided exceptional client consultation, addressing inquiries and offering tax-saving strategies.
4. Implemented an organized filing system, improving efficiency and reducing lost documents.
5. Utilized tax software to streamline return preparation and enhance accuracy.
6. Collaborated with clients to gather necessary documentation for tax filings, ensuring completeness.
7. Trained new staff on tax preparation processes and software usage, fostering a knowledgeable team.

Seasonal Tax Preparer
📅 Jan / 2018-Jan / 2020

Crescent Moon Design   📍 Portland, OR

1. Executed daily operations for tax preparation, ensuring timely and accurate filings for clients.
2. Assisted clients in preparing for audits, providing necessary documentation and support.
3. Maintained a clean and organized workspace to promote efficiency and professionalism.
4. Utilized various office equipment and software to enhance productivity in tax preparation tasks.
5. Conducted thorough reviews of tax returns to ensure compliance and accuracy before submission.

EDUCATION

Bachelor of Science in Accounting
📅 Jan / 2016-Jan / 2018

University of Illinois   📍 Portland, OR

Focused on taxation, financial reporting, and auditing principles.
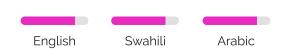
SKILLS

Tax Compliance
● ● ● ● ● ● ● ● ● ●

Tax Law Knowledge
● ● ● ● ● ● ● ● ● ○

Tax Preparation
● ● ● ● ● ● ● ● ○ ○

Audit Support
● ● ● ● ● ● ● ● ● ○

Data Analysis
● ● ● ● ● ● ● ● ○ ○

INTERESTS

🎮 Gaming   👜 Fashion

🎞 Film   💻 Technology

STRENGTHS

⚖ Fairness   ↔ Flexibility

➡ Forward-thinking   ♥ Gratitude

LANGUAGES

English   Swahili   Arabic

ACHIEVEMENTS

⭐ Achieved a 98% accuracy rate in tax return filings over 7 years.

⭐ Successfully assisted over 300 clients with tax preparation and filing.